



Needs Assessment Committee

Meeting Minutes

Thursday, July 27, 2006

**Shelby County Administration Building
Suite 850 Conference Room**

Committee members present:

Scott Fleming, Chairman
Nick Clark, Vice-Chairman
Cato Johnson, Vice-Chairman
Nisha Powers, Secretary
Jay Weatherington

Dr. Thomas Glass
Aubrey Howard
Sara Lewis, President MCS Board
Commissioner Deidre Malone
David Pickler, Chairman SCS Board

Committee members absent:

Commissioner David Lillard

Non-Voting Members Present:

Grace Hutchinson
Terry Langlois

School personnel present:

Dr. Carol Johnson, Superintendent, MCS
Michael Goar, Chief Operating Officer, MCS
Deni Hirsh, MCS Board
Brian Shipp, MCS
Tom Marshall, EFS, MCS Consultant
Jimmie Tucker, EFS, MCS Consultant
Maura Sullivan, Director, Research and Planning, SCS
Mary P. Dixon, SCS Research and Planning

Shelby County Administration and Staff:

John Fowlkes, CAO

James Huntzicker, Director, Administration & Finance

Richard Copeland, Director of Planning & Development

Louise Mercuro, Deputy Director, Planning and Development

Shobhan Koneru, Senior Planner, Planning and Development

Paula Lewis, Administration & Finance

Others Attending:

Ethele S. Hilliard, Partners & Public Education

Chairman Fleming called the meeting to order at 8:40 AM.

1. Welcome**2. Update on changes to committee structure adopted by the County Commission on June 26th, 2006.**

Chairman Fleming discussed the Resolution that was passed on June 26th, 2006 by the County Commission, a copy of which was given to each Committee member, which clarifies representation, powers and authorizes support staff. This Resolution states changes to the function and structure of the Needs Assessment Committee. The Resolution states that a non-voting member be appointed by the Director of Administration & Finance and a non-voting member be appointed by the Director of Planning & Development. Mr. James Huntzicker has appointed Grace Hutchinson and Mr. Richard Copeland has appointed Terry Langlois – both as non-voting members to act as support staff to the Committee.

Mr. Huntzicker has also agreed that Paula Lewis will support the committee by preparing the minutes for each meeting, sending out meeting notices and other duties as required.

Ms. Grace Hutchinson will assist the committee in tracking the progress of action items reflected in the minutes so that information promised to the committee by Memphis City Schools (MCS) and/or Shelby County Schools (SCS) is delivered to the committee. She will also handle funding/budget needs and coordinate with the committee.

Terry Langlois will be responsible for data review, analysis and research. Terry will place copies of the minutes and other documents/information on the Planning Division's website (www.dpdgov.com) that the committee feels should be made readily available to the public.

The Resolution states in Section 5, (vi) "The priorities and preferences of the various projects and expenditures of both the education systems in Memphis and Shelby County, Tennessee. In setting these priorities and preferences the Needs Assessment Committee should take into account the programs and functions of each school system and should make recommendations to the governing boards of each school system and the County Commission for the implementation

of a plan setting forth these priorities. The School Boards should submit to the Committee through the County Commission requests for appropriations of funds and the Committee after making a review and determination on these appropriations and how such appropriations conform to the plan relative to priorities shall transmit their report regarding these requests for appropriations to the County Commission.”

3. Old Business

Approval of Minutes:

December 12, 2005 meeting

January 20, 2006 meeting

March 23, 2006 meeting

Copies of the above mentioned minutes were e-mailed to all members for review before today’s meeting. However, President Lewis did not receive the e-mail.

MOTION: President Lewis made a motion to approve the minutes at the next meeting to give her time to review them. Mr. Johnson made a second to the motion.

ACTION: The motion passed unanimously and the minutes will be submitted for approval at the September 28th meeting.

MOTION: Mr. Johnson made a motion that the minutes also be sent to the Superintendents, school boards and school support staff. Motion seconded by Mr. Howard and passed unanimously.

4. New Business

Discussion of consultant contract for recommendation to County Commission for approval

Ms. Hutchinson discussed the Request for Proposal that went out soliciting a consultant for the Needs Assessment Committee. Ms. Hutchinson stated that the RFP was mailed to three different businesses and was also posted on the Shelby County website. Only one proposal was received and that was from DeJong, Inc.

Dr. Glass asked if the Committee had discussed what services would be required from the Consultant? Chairman Fleming responded that the Executive Committee had met and discussed the issues included in the RFP but the full Committee had not.

Commissioner Malone asked what type of budget would be required for this consultant? Ms. Hutchinson responded that no contract had been negotiated but the proposal would require \$85,500 along with travel costs. Commissioner Malone asked what was paid to the last consultant and Ms. Hutchinson responded that that was paid by private funding and not through Shelby County Government.

President Lewis stated that she needs time to read and review the request and the proposal submitted before she could vote for approval. Several other members of the Committee

expressed the same. Mr. Howard stated that the full Committee was not even aware that this request had gone out and he was not ready to approve. He said that he had no objections if the County Commission wanted to move forward but he was not ready to vote on this at this time.

Ms. Sullivan pointed out that the scope of services within the received proposal stated several areas that had already been studied and that we may want to review and change the consultant's required services.

Chairman Fleming stated that we can start all over and send out a new RFP or we can defer this matter until the next meeting which will be two months. Commissioner Malone suggested that maybe the Committee could study the proposal and come back in a called meeting in two weeks or so. Two months is too long to wait. Mr. Howard requested that Ms. Hutchinson get the Committee a summary of the proposal to which Ms. Hutchinson said would be no problem. Ms. Hutchinson stated that if the Committee approves of hiring this consultant, a Resolution will be drafted and sent to the County Commission for final approval.

MOTION: Commissioner Malone made a motion that the Committee go ahead and consider the consultant's proposal and approve the vote by e-mail sometime during the week of August 21st. Mr. Johnson made second to the motion.

ACTION: After more discussion regarding the scope of services and how the consultant would be able to assist the committee Mr. Howard called for the question. A vote was taken and was approved unanimously.

Memphis City School Capital Needs Update

Mr. Marshall made a presentation on the MCS Capital needs and passed out a color coded spreadsheet showing the needs and costs. (Contact Paula Lewis for copies if needed) Ms. Powers asked Mr. Marshall if the ADA issues were covered in this submission. Mr. Marshall explained the method he used to come to these conclusions and stated that he had taken this plan to the State and had received their approval for a three year plan.

MOTION: Motion was made by Mr. Clark to accept the information relayed by Mr. Marshall for the Memphis City Schools for 2005-2006. Mr. Howard made second to the motion and was passed unanimously.

Update on Pending Annexations

Ms. Mercurio made a presentation detailing the proposed annexations from the City of Memphis. A handout which included a current Shelby County enrollment for each area and a map of each annexation area was distributed. The maps included annexation reserve areas, proposed annexation and reserve areas, Berryhill annexation area (which is scheduled to be annexed on December 31, 2006), Bridgewater area, Southeast Extended area, South Cordova area, Southwind/Windyke area and the Countrywood/Eads area (annexed April 30, 2002).

Mr. Clark asked Mr. Marshall if he thought it would be beneficial for this Committee to recommend that the City Council advance the Bridgewater annexation one year. Mr. Marshall stated that he thought it would be a great benefit.

MOTION: After much discussion regarding the charts, Mr. Weatherington made a motion to recommend to the City Council that they advance annexation at Bridgewater one year. President Lewis seconded the motion.

ACTION: Vote passed unanimously. Mr. Clark asked if OPD could identify the problems of NOT advancing this annexation and Ms. Mercuro said that would easily be done.

Chairman Fleming asked the Committee if the proposal of meeting every other month on the 4th Thursday was agreeable with everyone. After some discussion, the Committee agreed that the last Thursday of every other month was agreeable. Chairman Fleming asked that staff send out an e-mail stating the meeting dates for the next year to all Committee members.

Meeting was adjourned at 10:15 am until September 28, 2006.

Respectfully submitted,

Nisha Powers, Secretary

Date

NP/pl